

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND  
Arlington Hall Station  
Arlington, Virginia 22212INSCOM Regulation  
No. 381-9

3 August 1981

Effective 1 October 1981  
Military Intelligence  
RESOURCES UTILIZATION REPORT - HUMAN INTELLIGENCE ACTIVITIES  
(RCS: IARM-M-9)

1. PURPOSE. To establish procedures and provide guidance governing compilation and reporting resources utilization data on Army Human Intelligence (HUMINT) activities.

2. APPLICABILITY. This regulation is applicable to organizational elements/units of the U.S. Army Intelligence and Security Command (INSCOM) that direct or perform operations and related activities of the HUMINT program.

3. POLICY. Procedures employed by reporting units in compiling data should insure that end strength and operating costs are accurately reported.

4. GENERAL. Resources Utilization Reports provide data for:

- a. Monitoring performance of the Army's HUMINT program.
- b. Supporting manpower requirements and budgetary estimates.
- c. Preparing the General Defense Intelligence Program (GDIP) portion of the annual Program Objectives Memorandum (POM).
- d. Supporting the Defense Intelligence Agency On Line System (DIAOLS).
- e. Preparing the INSCOM Quarterly Program Review.
- f. Performing special projects and developing replies to inquiries requiring HUMINT resources utilization information.
- g. Relating programmed resources with actual end strength and operating costs.

\*This regulation supersedes USAINSCOM Reg (C)381-9, 12 July 1979.

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5. RESPONSIBILITIES.

a. DCSRM is responsible for:

(1) Providing instructions/guidance for preparing the Resources Utilization Report.

(2) Establishing Management Structure Activity Accounts for HUMINT projects and furnishing the Management Structure to INSCOM units.

(3) Preparing the summary INSCOM HUMINT Resources Utilization Report.

(4) Furnishing the summary report to the Command General of INSCOM, interested staff officers, unit commanders, and HQDA (DAMI-ISH).

b. ADCSOPS, HUMINT is responsible for:

(1) Advising DCSRM of new and/or discontinued HUMINT projects and the decision entity of each new project.

(2) Updating data in the DIAOLS with data furnished in the summary report.

c. HQ, INSCOM staff elements and subordinate units (units that report direct to HQ, INSCOM) that direct or perform HUMINT operations and related activities utilizing HUMINT resources are responsible for:

(1) Accurate preparation and timely submission of Resources Utilization Reports in accordance with instructions in paragraph 6 below.

(2) Requesting the servicing FAO to establish Account Processing Codes for HUMINT Activity Accounts of the funded activity listed in the Management Structure.

(3) Insuring the servicing FAO is notified to change the Account Processing Code of an individual when the individual's primary assignment to a HUMINT project is changed.

6. PREPARATION OF THE RESOURCES UTILIZATION REPORT, HUMAN INTELLIGENCE ACTIVITIES, RCS: IARM-M-9.

a. Report is required for each fiscal quarter ending 31 Dec, 31 Mar, 30 Jun, and 30 Sep. Report should be submitted to arrive at HQ, INSCOM, ATTN: IARM-M-FM, by the 20th day of the month following the end of each fiscal quarter.

b. HQ, INSCOM staff elements, except ADCSOPS HUMINT, should submit the report on DA Form 2496, Disposition Form. Report will consist of end strength by type personnel as indicated on IA Form 71-R, figure 1. End strength is the

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number of assigned personnel on the last day of the reporting period (fiscal quarter) regardless of the number of days assigned or hours worked, including overtime, during the reporting period.

c. Assistant Deputy Chief of Staff for Operations, HUMINT and INSCOM units immediately subordinate to HQ, INSCOM should submit reports on figure 1 as follows: (Figure 1 should be reproduced in its entirety prior to submission.)

(1) Assigned HUMINT personnel of ADCSOPS and units on the last day of the fiscal quarter (end strength) should be reported on figure 1 for each HUMINT project on which man-hours were expended. When a person expends man-hours on more than one project, his end strength (1.0) should be divided between the projects in proportion to time expended on each project. End strength should be reported in decimals limited to one place to the right of the decimal point. The sum of end strengths reported on all projects and end strengths reported as used on activities of non-HUMINT program elements described in (3)(b) below should reflect the total HUMINT personnel assigned as of the last day of the fiscal quarter and should be reported on the bottom line of figure 1.

(2) Units authorized decentralized HUMINT OMA fund accounting responsibility should report OMA funds expended for civilian pay and allowances and for other elements of expense on each HUMINT project on which expenditures were made. Civilian pay and allowances should be reported for each project that Direct Hire United States (DHUS) and Direct Hire Foreign National (DHFN) civilian end strength is reported. Pay and allowances for Indirect Hire Foreign National (IHFN) civilians should be reported on Other OMA Funds Expended. Units should not report funds expended relating to MICECP personnel which are charged against funds allotted for USAASD operations.

(3) End strength and OMA funds expended pertaining to personnel cross-utilized between budget program elements (PE) should be reported on applicable lines of pages 8 through 12, figure 1.

(a) When personnel of a HUMINT PE (e.g., PE 381318) work on HUMINT projects of a different HUMINT PE (e.g., PE 381321), report the PE 381321 project(s) and the PE 381318 end strength and OMA funds expended on each project.

(b) When personnel of a HUMINT PE work on activities of non-HUMINT PE, report the non-HUMINT PE and the HUMINT PE end strength and OMA funds expended on each non-HUMINT PE.

(c) When an individual of a non-HUMINT PE works on one or more HUMINT projects, report the non-HUMINT PE, the HUMINT projects, and the end strength and OMA funds expended on each project. The end strength should represent the percentage of the individual's total time that was expended on the HUMINT project(s). For example, an individual of a non-HUMINT PE works 50% of his time on non-HUMINT PE activities, 20% on HUMINT Project A, and 30% on HUMINT Project B. The end strength that should be reported is .2 for Project A and .3 for Project B.

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(d) End strength and funds expended pertaining to non-HUMINT PE personnel should be reported on page 12, figure 1, but should not be included in total cross-utilization data reported on page 8.

(e) Total OMA funds reported on IA Form 71-1R should reconcile with funds expended during the reporting period that are reported by the unit's servicing FAO on the Status of Approved Operating Budget. Funds reported on figure 1 should be in thousands of dollars (\$K); e.g., \$52,385 should be reported on page 8.

(4) Remarks relating the reason(s) for abnormal differences in data reported from the preceding report should be furnished with the current report.

d. HQ staff elements and units whose funds are centrally administered by ODCSRM, HQ, INSCOM, FGGM, should not report funds expended. The Fort Meade FAO records and accumulates, by HUMINT projects, the OMA funds expended by these staff elements and units and USAASD OMA funds expended relating to MICECP personnel assigned to INSCOM and non-INSCOM units worldwide. The Fort Meade FAO provides a monthly report of OMA funds expended to ODCSRM, HQ, INSCOM, FGGM.

e. HQ, INSCOM Special Disbursing Agent should report on figure 1 the Intelligence Contingency Funds (ICF) expended on each project during the fiscal quarter.

f. ODCSRM, HQ, INSCOM, FGGM will accomplish the following actions:

(1) Prepare the INSCOM Resources Utilization Report - Human Intelligence Activities for each Fiscal Quarter and Fiscal Year.

(a) Summarize by project and decision entity the data reported by HQ staff elements, subordinate units, Fort Meade FAO, and the Special Disbursing Agent (ICF).

(b) Compute Military Personnel, Army (MPA) funds expended for each HUMINT project using the military end strengths reported and the annual pay and allowances factors prescribed by Department of the Army. Combine MPA and OMA funds expended to arrive at total funds expended for each HUMINT project, decision entity, program element, project series, and total HUMINT funds expended.

(2) Coordinate the report with ADCSOPS HUMINT; Commander, USAASD; and Special Disbursing Agent. Provide copies of report to Commanding General, INSCOM; OACSI; and INSCOM staff officers and unit commanders concerned with utilization of HUMINT resources.

7. SECURITY CLASSIFICATION. Completed report, will be unclassified unless remarks or data of a higher classification are entered on, or attached to, the report.

8. REFERENCE. DIAM 58-11, HUMINT Project System.